

**ARTICLES OF INORGANIZATION AND BYLAWS**

**OF**

**Belleville Tigers Youth Football and Cheer  
(A MICHIGAN NONPROFIT ORGANIZATION)**

**ADOPTED**

**BY**

**THE BOARD**

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**Definitions:**

**League** — The league as used in this document is the Western Suburban Junior Football League (WSJFL).

**Organization**— As used in this document means the Belleville Tigers Youth Football and Cheer.

**Board** - The Executive Board and Directors

**Executive Board** – The body defined in Article III of this document that is charged with the Operational, Financial, and Disciplinary oversight of the Organization.

**Director** — The leader of a committee or a Head Coach working on behalf of the Organization. By definition Directors are members of the Belleville Tigers Youth Football and Cheer Board.

**Team** — A football or cheer squad

**Player** — A participant in Belleville Tigers Youth Football and Cheer Association as defined in the WSJFL rule book.

**Cheerleader** - A participant in Belleville Tigers Youth Football and Cheer Association as defined in the WSJFL rule book.

**Veteran** — A participant that has obtained returning player rights as defined in the WSJFL Rule book.

**Quorum** — A simple majority of any voting body, as used herein quorum means any number that is more than 51% of the eligible voting Executive Board members.

**Member** — Parents of the children participating in the program and other such interested adults as described under Article VIII.

**Voting Eligibility** - In order to vote at the executive board election meeting as a general member you must be at least 18 years of age and have attended (and signed the attendance sheets) at least four out of eleven from November to November of the board meetings (prior to the meeting of election).

**Age** — A player or cheerleader league age as set by WSJFL.

## **ARTICLE I. NAME AND LOCATION**

### **Section 1. Name**

The name of this Organization shall be known as Belleville Tigers Youth Football and Cheer hereinafter referred to as the "Organization", a perpetual nonprofit entity.

### **Section 2. Location**

The principal office of this Organization shall be maintained at the treasurer's residence, or in such a place as the Executive Board may determine.

## **ARTICLE II Mission / Purpose**

### **Section 1. Mission**

The mission of the Organization shall be to instill into the boys and girls of the community the ideals of good sports conduct, honesty, loyalty, courage and reverence so that they shall be finer, stronger and happier boys and girls. The objective is that they may mature as good, clean, healthy men and women. Also, to make participation in the game of football and cheerleading as safe as possible by eliminating unsupervised play.

This association is designed primarily for the improvement and development of the capabilities of individuals, to encourage certain types of sports and athletic endeavors, to promote the physical, mental and moral development and well being of children without regard to race, creed sex, color, or religion who are residents within the area of each football franchise by providing the means through which the individual child shall receive education and instruction in sports programs. The purpose and guiding principals will be to develop and promote fair play, honest and fair competition, and true sportsmanship.

Emphasis will be placed on the protection of the physical and emotional health and development of each child involved rather than on the winning of games or any other adult competitive standard.

The Belleville Tigers Youth Football and Cheer, Inc. is and shall remain a non-profit organization forever.

**Section 2.**

The objectives will be achieved by providing supervised, competitive football and cheerleading.

**Section 3.**

The Organization shall bring together concerned adults, dedicated to providing a means to fulfill the objective for the benefit of the youth in our community.

**Section 4.**

The attainment of athletic skill or the winning of games is secondary to the positive character molding of future men and women of our community.

**ARTICLE III. THE BOARD**

**Section 1.**

The Executive Board and the Directors (hereinafter referred to as the "Board") of this Organization shall, ipso facto, be members of this Organization, and shall be such number not less than 7, nor more than 23 or, as from time to time, may be determined by the Board. The term of office on the Executive Board shall be for a term of two years. The Term of office for Directors shall be for one year. Board members are eligible to be elected for as many consecutive terms as their membership is valid. Directors shall have been involved in the organization for at least one complete football/cheer season prior to service unless the position cannot be filled otherwise. Executive Board Members shall have been involved in the organization for at least two complete football seasons prior to service unless the position cannot be filled otherwise.

**Section 2.**

The Board shall be charged with the responsibility of managing all of the affairs of the Organization. No member of the Board, except for the duly elected President, shall represent or speak for the Organization unless so authorized by the President of the Board.

**Section 3.**

Any member of the Board may resign their position by delivering a written resignation to the Secretary of the Organization.

**Section 4.**

Board members must attend (9) nine out of (11) eleven of the announced and convened Board meetings from November to October or that Board Member will lose their voting rights. A Board Member attending other Tiger business is not considered absent.

**Section 5.**

Any Board member (Executive and Directors) may be removed from their position "for cause" by a majority vote of the Board, (excluding the member in question). "For cause" may include, but shall not be limited to, improper use of Board or coaching position which places in jeopardy the Organization's Mission/Policies. "For cause" may also include, but is not limited to, the finding that the League Rules or the philosophies of the Organization were not followed, or that the Board Member is working in discord with the best interest of the children participating in the program, or in violation of the league rules.

**Section 6.**

Any Board Member facing removal from their position shall have an Opportunity to present their case to the Board in a closed session.

**Section 7.**

The Board Members of this Organization shall be indemnified and held harmless by the Organization for activities conducted on behalf of the or for Organization including but not limited to legal expenses, fines, costs, judgments and shall not be personally liable for monetary damages as such for any action taken or any failure to take any action unless:

- (a) the Board Member has intentionally breached or failed to perform the duties of his or her office, and
- (b) the breach or failure to perform constitutes self-dealing, theft, willful misconduct or recklessness.

**ARTICLE IV. MEETINGS OF THE BOARD**

**Section 1. Annual Meetings**

The annual meetings of the Board shall be held in conjunction with the close of the fiscal year, on a date designated by the Board in conjunction with a normal monthly meeting.

**Section 2. Regular Meetings**

Regular meetings of the Board shall be held at such time and place as decided upon by the Board as specified in Article XVI.

**Section 3. Special Meetings**

A. Special meetings of the Board may be called by the President at such times and places as he or she may designate.

B. The President shall call a special meeting if requested to do so in writing by any four members of the Board. The call to meeting notice for a special meeting shall identify the agenda item or items. The business of the special meeting shall be limited to those items identified in the "Call to Meeting" notice.

C. A special meeting at the request of the Board members shall be held within fifteen days of receipt of such request.

**ARTICLE V. EXECUTIVE BOARD**

**Section 1. Election & Term of Office**

The Executive Board of the Organization shall be elected by the Board and members at its November Board meeting and shall serve for a period of two years or until their successor have been duly elected and qualified. The Officers shall be:

<u>GROUP A</u>	<u>GROUP B</u>
President	Vice President
Secretary	Treasurer
Football Unit Director	Cheer Unit Director
Registrar	

The Executive Board shall alternate election years so that half of the Board shall remain each year for the stability of Belleville Tigers Youth Football and Cheer. Executive Board members shall succeed to office immediately following the annual November Board meeting.

**Section 2. President**

The President shall preside at all meetings of the Board. The President is the Chief Officer of the Organization, with full power and authority to act within the context of the Organization's policies and mission statement. The President shall not vote on yes/no votes unless there is a tie. The President votes for all staffing positions.

**Section 3. Vice President**

The Vice President shall, in the absence of the President, perform the duties of the President. The Vice-President shall succeed to President if the presidency is vacated for any reason.

#### **Section 4. Secretary**

The Secretary shall have, or delegate, charge of the Organization's seal and the books and the records of Organization, and shall execute and file all such documents or instruments with the Organization, as required and shall issue notices of meetings of the Board. Maintain a record of all volunteer activity.

The Secretary shall keep true and accurate minutes of the meetings held by the Organization and conduct, as directed, all official correspondence of the Organization.

In conjunction with the President, the Secretary shall execute and file all such documents or instruments of the Organization, as required and make such records and perform other such duties as ordinarily pertains to the office of Secretary or that which is required of him or her by the Board.

#### **Section 5. Treasurer**

The Treasurer shall have, or delegate, custody of all the funds and securities belonging to or held in trust by the Organization. The Treasurer shall collect all money due to the organization. The Treasurer shall authorize expenses only by prior permission granted in check or draft form signed by the authorized person(s) in accordance with the policies adopted by the Board from time to time.

The Treasurer shall provide a monthly and yearly audit or year-end financial statement of the books of the Organization, and shall present said report to the Board. The Treasurer shall be responsible to file tax returns as necessary per statute.

#### **Section 6. Football Unit Director**

The Football Unit Director shall represent the Organization at all WSJFL meetings and functions. The Football Unit Director shall oversee and provide the league and all qualified interested parties the official player roster of all teams. The Football Unit Director Acts as liaison between parents, coaches, and Board members, and represents the Organization at any league disciplinary function. Oversees and insures coaching staff is compliant with all league rules, regulations and standards. In concert with the Coaches and Board determines team roster size for each team. The Football Unit Director may appoint Field Managers to assist with game day responsibilities. The Football Unit Director shall also be responsible for the Medic on game days.

#### **Section 7. Cheerleading Unit Director**

The Cheerleading Unit Director shall represent the Organization at all WSJFL meetings and functions. The Cheerleading Unit Director shall oversee and provide the league and all interested parties the official cheerleading roster of all teams. The Cheerleading Unit Director acts as liaison between parents, coaches, and Board members, and represents the Organization at any league disciplinary or planning function. Oversees and insures coaching staff is compliant with all league rules, regulations and standards. Oversees the Cheer uniform budget and supplies the Cheerleading Equipment Director with a list of what

is needed. In concert with the Coaches and Board determines team roster size for each team. The Cheerleading Unit Director may appoint Field Managers to assist with game day responsibilities.

### **Section 8. Registrar**

The registrar oversees the registration process for Football players and Cheerleaders. Collect and maintain all registration forms, birth certificates, and records of registration fees. Submits a list of all players, and cheerleaders including necessary registration information as appropriate to Unit Directors, Coaches and others as deemed necessary by the board. The Registrar is responsible to turn over all registration fees to the Treasurer. The registrar is responsible to inform the Head Coaches of any known medical issues for each child as noted on the Registration and Physical forms.

### **Section 9. Vacancies in Officer's Positions**

In case of any vacancy on the Board through death, disability, resignation, removal or other cause, the remaining Officers and Directors may elect a successor, who shall take office immediately and hold office for the duration of the unexpired portion of the term.

## **ARTICLE VI. DIRECTORS**

### **Section 1. Election and Term of Office**

The Directors shall be elected by the Executive Board during its January Board Meeting, with the exception of the Head Coaches. Head Coaches will be voted in during the February Board meeting or when background checks are completed. Head Coaches will be voted in by the Executive Board and the Directors that were voted in during the January board meeting. Directors shall serve for a term of (1) one year, January – January. Directors shall succeed to office immediately after being voted in.

### **Section 2.**

Directors shall include but not limited to:

#### **1. Concessions Director**

The Concession Director is responsible for all concession operations, sales, purchasing, delivery, for all home games and events.

#### **2. Merchandising/Apparel Director**

Merchandising and Apparel Director is responsible for Tiger merchandise selection procurement, sales, and coordination of all merchandising for fundraising events.

### **3. Fundraising Director**

The Fundraising Director is responsible to identify ways to raise funds, and turn all funds over to the Treasurer with a written report. The Fundraising Director is responsible for advertising and sponsorship procurement. Working with the entertainment committee to organize at least 3 off-season fundraising events and coordinate volunteers to assist with fundraising activities.

### **3. Media Director**

- A. The website operation is overseen and monitored by the Media Director who is responsible for the delivery of board approved information for posting on the Organization's Website.
- B. The organization's website administration password will be issued to and held by the organization Secretary and President.
- C. All others will be issued "User" passwords by the Secretary
- D. Board approved material will be emailed to the Media Director.
- E. Information received by the Media from the following sources will be considered Board approved for the pertaining subjects.
  - 1. Organization Secretary — any summary or notification of a decision receiving approval at a Board meeting. Any item relating to the Scheduling of Meetings, Organization Events, and Paternal Volunteer program.
  - 2. Football Unit Director — Information regarding the football program operation. This will include coaches names and contact information, game and practice schedules, times & locations and other football specific items.
  - 3. Cheerleading Unit Director — Information regarding the cheerleading program operation. This will include coaches names and contact information, game and practice schedules, times and locations and other cheerleading specific items.
  - 4. Registrar — Information and forms that pertain to participant registration.
  - 5. Organization President — General organization information
- F. Information received from other sources including Board Members, Committee Directors, Committee Members, Coaches or Parents should be forwarded to the appropriate Executive Board Member for approval prior to posting.
- G. The organization website is intended as an informative source. All approvals should be kept free from any actual or implied opinions or editorials.
- H. The Media Director should contact the appropriate Board Member to resolve any questions or issues with any information prior to its posting or have the posting removed until a resolution of the question or issue is reached.



### **5. Football Equipment Director**

The Equipment Director is Responsible for inventory, ordering, procurement at request of the Board of all Football equipment and uniforms. He/she is also responsible for Supervision and coordination of equipment maintenance, handout, and return of equipment.

### **6. Cheerleading Equipment Director**

The Equipment Director is Responsible for inventory, ordering, procurement at request of the Board of all Cheerleading equipment and uniforms. He/she is also responsible for Supervision and coordination of equipment maintenance, handout, and return of equipment.

### **7. Entertainment Director**

Responsible for planning and presentation of Tiger banquet, homecoming activities and picnic, work with fundraising committee in presentation of off-season fundraising activities.

### **8. Photography Director**

The Photography Director is responsible for taking or coordinating action photos, taking or the coordination of photographer for team and individual photo's and distribution of action photos. The Photography Director will also be in charge of the organizations yearbook.

### **9. Head Football and Cheer Coaches**

All Head Coaches are responsible for ensuring that their actions and those of their Assistant Coaches abide by the league Coaching Criteria as enunciated by WSJFL.

## **Section 2. Creation / Elimination of Director Positions**

Director positions may be created or eliminated by a majority vote of the Board. Director duties are as needed for the named positions above. Directors are nominated by the Executive Board and voted on by the Executive Board, with the exception of Head Coaches. Head Coaches (both Football and Cheer) will be voted on by all Board members after the application process and background screening is completed. The Executive Board will from time to time define and redefine the role and responsibilities of each of the Director positions.

## **ARTICLE VII. COACHING STAFF**

### **Section 1.**

Each season, each Tiger football and cheerleading squad shall have a head coach approved by a vote of the Board after a full review of all applications received and presented. Applications for head coach positions will be accepted at the January Board meeting. The Belleville Tigers application/background check form will be required for each applicant and be valid for 1 year. Voting for head coach positions

will take place following background screening at the February Board meeting or when background check results are received (if after the February meeting).

The decision to accept or deny an application rests solely within the discretion of the Board. If an application is denied, the Board shall be under no obligation to disclose the reasons for denial and are held harmless from any claims arising out of the exercise of their discretionary authority in the selection process.

**Section 2.**

The Coaching staff (assistants) shall be limited to a minimum of 3 and no more than 5 and shall be chosen by the Head Coach for each squad. Student coaches are permitted but will not be counted as part of the minimum 3 required.

**Section 3.**

Each Assistant Coach of Cheer and Football will have a background screening performed as part of the application process, which will include but not limited to a criminal background check. This will be performed before the start of each upcoming season.

**Section 4.**

Head coaches must be at least 18 years of age, and preferred 1 year of coaching experience.

**Section 5.**

Head Coaches name and a form of contact at the coaches' discretion will be posted on the organizations website.

**Section 6.**

All Head coaches are to have a copy of the WSJFL league rule book as soon as possible prior to the first game. These are available on the organizations website.

**Section 7.**

Head Coaches are accountable for the conduct of their staff and team on and off the playing field. Discipline is part of football and cheerleading and will be taught by the coaches.

**Section 8.**

Coaches shall select and play eligible players in conformance with the rules and regulations of the WSJFL of which the Tigers are a part.

**Section 9.**

The Coaches shall have charge of the boys and/or girls on their teams/squads during all

practice sessions and game days.

**Section 10.**

The Coaches are responsible for complying with all play rules of the game and all requirements set forth by the WSJFL in which the Organization participates.

**Section 11.**

No Head Coach shall be a member of the Executive board, unless a coaching position cannot be filled and an Executive Board member needs to step in to fill that position for the best interest of the organization.

**ARTICLE VIII. GENERAL MEMBERSHIP RIGHTS**

**Section 1.**

Membership in this Organization shall be open to persons who are parents, relatives or guardians of children who are current or former program participants, or other such person as the Board may include as members.

**Section 2.**

The members vote in the election of the Executive Board. The members delegate their authority of carrying out the program by annually electing an Executive Board. The members are entitled to vote on other general items that may come up during regular board meetings.

**Section 3.**

In order to vote at the executive board election meeting as a general member you must be at least 18 years of age and have attended (and signed the attendance sheets) at least four out of eleven from November to November of the board meetings (prior to the meeting of election).

**Section 4. Conduct**

1. All participants must act with sportsman-like conduct at all functions. Fighting, arguing, and foul language will not be tolerated. This is a WSJFL zero tolerance rule - no second chances. This includes all board members, coaches, players and parents.
2. All participants may obtain a copy of the rulebook from the organizations website.
4. Membership in the Belleville Tiger Youth Football and Cheer is a privilege. Members found by a majority of the Executive Board to be acting in a fashion that is contrary to the general interests

interests of the organization, or who have through actions of their own caused a combative relationship to develop between themselves and the Board or any coach, assistant coach, or other official of the organization, can be expelled by a vote of the Executive Board. Members so found will immediately turn in all equipment and forfeit any veteran's rights for their children. Removal of membership for cause can take place during any regular board meeting or at any special board meeting. General members will be allowed to argue their case before the executive board. However, some cases of misbehavior will result in immediate expulsion. Misbehaviors resulting in immediate expulsion -include: Any physical threat, any assault, any physical battery, or threat of battery, Use of foul language during any function or in the presence of minors. Members having their membership removed for cause forfeit all fees paid to the organization.

### **Section 5. Grievance Process/Resolution**

Any Member of the Organization and its participants has right to resolution under these Bylaws through due process with "for cause". The process is as follows:

1. Member/Participant will submit complaint/grievance in written form stating facts as best to knowledge.
2. All grievances must be directed to the Football/Cheer Unit Director (not the Coach)
3. All grievances against the Football/Cheer Unit Directors shall be directed to the President, Vice President or Secretary.
4. All grievances against any other Board Member (those who are not Coaches or Unit Directors) shall be directed to an Executive Board Member, who is not part of the grievance.
5. Upon receipt of statement, the Football/Cheer Unit Director will investigate the complaint, or grievance.
6. The Football/Cheer director will attempt to resolve the issue.
7. If unable to resolve the issue, the member/Participant shall have the right to address the complaint with the Board.
8. All grievance issues will be heard in closed session with only the Executive Board and the complainant present.
9. The Executive Board will determine resolution.

All persons involved in complaint/grievance process have the right to present to the Board.

Following resolution by the Board, persons wishing further redress may do so under the bylaws of the WSJFL.

## **ARTICLE IX. LEAGUE PARTICIPATION & TEAM STRUCTURE**

### **Section 1.**

The Organization shall participate in the WSJFL.

### **Section 2.**

The Organization shall be comprised of at least three divisions of play: Freshman, Junior Varsity and Varsity football squads, and as many cheerleading squads as the Board may determine to be appropriate.

### **Section 3.**

Preference will first be given to returning participants (veteran status) within a designated time frame determined by the Board, and then to new participants outside of former and/or current membership.

### **Section 4.**

Every participant shall have an annual certificate of good health signed and/or stamped by a physician and countersigned by a parent/guardian prior to any physical conditioning and/or body contact. These shall be on file with the member organization (registrar) and open for inspection (with cause) at all times.

### **Section 5.**

Attendance at all practices is mandatory for both football and cheer practices. Any practice missed should be discussed in advance with the head coach. Players' routinely missing practice will be disciplined by their coaching staff. Situations requiring a missed practice are discouraged and may result in missed play/cheer time during games. Disciplinary measures resulting in reduced play time must be approved by the appropriate Unit Directors prior to game day (exception — late for weigh-in/game). Football Players late for game weigh in are automatically sit out for the 1<sup>st</sup> half of a game per WSJFL Rules.

### **Section 6. Mini-POM Squad**

A Mini-pom cheerleading squad may be made available during each season at the discretion of the Board. Limitations on enrollment will be determined by the board for each season with an absolute limit of 15 members. Participation on the mini-pom squad is reserved for siblings of current players, member's children, coach's children, and siblings of current players on a first come first served basis.

## **Article X. Organization Operating Rules**

The operating rules of the Organization are to be used in the following descending order. Where a discrepancy exists the Organization will defer to the higher level rule to determine which rule supersedes. The rules governing play, eligibility, and conduct are governed by the following rulings and organizations: MHSAA, WSJFL, Belleville Tigers Youth Football and Cheer Organization operating rules.

### **Section 1. Board Voting Rights**

Voting rights - all board members have voting rights on all issues unless they are directly involved (disciplinary issue) in the issue being voted upon. Voting rights may only be removed by the individual being removed from a board position by a majority vote of the Executive Board or by resignation from a position.

### **Section 2. Team Sizes**

All squad numbers to be decided by Organization with appropriate input from coaches, and Board, the Organization will seek to preserve at least 5 open positions for each team for new (non-veteran) players each season.

### **Section 3. Players**

#### **1. Age and Weight Requirements.**

Veterans and incoming players must play within their age and weight group. Player age and weight requirements are governed by the WSJFL rules.

#### **2. Eligibility to Play**

All fees, fundraising money and necessary forms, i.e. Birth Certificates, Physicals, etc. must be received before receiving any equipment. This applies to both Football players and Cheerleaders. paid on time and all equipment turned in as required, and all volunteer time served by the players parent or other representative (as required to receive their refund) or the player will lose veterans rights. Equipment/uniforms not turned in by December 1<sup>ST</sup> will result in loss of veteran's rights - No exceptions.

#### **3. Veteran Rights**

All fees, fundraising money and , etc. must be paid on time and all equipment turned in as required, and all volunteer time served by the players parent or other representative (as required

to receive their refund) or the player will lose veterans rights. Equipment/uniforms not turned in by December 1<sup>ST</sup> will result in loss of veteran's rights No exceptions.

4. A Player or Cheerleader who completes their last season before "aging out" by current league ages, AND has participated in the last 6 years consecutively and has maintained their veteran status, will at their option receive a Jacket, Replica Jersey or Cheer Shell.

#### **Section 4. Homecoming**

Each player/cheerleader will be entered into a drawing for Homecoming King and Queen to be chosen at half time of each homecoming game.

### **ARTICLE XI. FISCAL MATTERS**

#### **Section 1. Fiscal Year**

The fiscal year of the Organization shall be from January 1<sup>st</sup> to December 31<sup>st</sup>, inclusive.

#### **Section 2. Bank Accounts**

The funds of the Organization shall, upon receipt, be deposited in one or more accounts to be designated by resolution of the Board, and shall be withdrawn only upon the signature or signatures of the officer, officers, agent or agents specifically authorized and designated by appropriate resolutions of the Board. There must be at least two Executive Board members on the account. No two family members, or individuals residing in the same household shall be listed on and/or signors on the Organizations accounts.

#### **Sections 3.**

All equipment, records, funds and other materials and supplies belonging to the Organization shall be surrendered by the Board member or Director immediately upon leaving office.

#### **Section 4.**

The Board shall have power to designate the officers and agents who shall have authority to execute any instruments on behalf of this Organization.

### **ARTICLE XII. FINANCING**

Financing of the Organization shall be from voluntary contributions, gifts, participation fees, fund raising projects, concession sales, and other means that shall be determined from time to time by the Board.

**ARTICLE XIII. RULES of ORDER**

All meetings of the Board shall be governed by Robert's Rules of Order.

**ARTICLE XIV. DISSOLUTION**

Dissolution of The Organization shall be by super-majority (66%) vote of the Board. All assets of the Organization shall revert to the benefit of the local government if the organization dissolves or, the organization may donate all assets to an organization designated by the Internal Revenue Service as a 501(c)(3). The benefactor determination is to be made by the Executive Board.

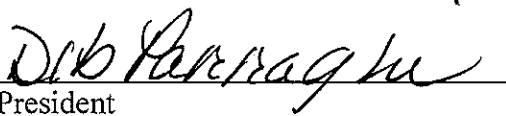
**ARTICLE XV. AMENDMENTS**

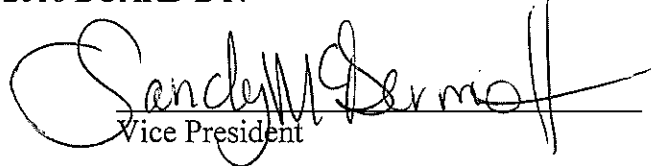
These Bylaws may be amended, altered, repealed or superseded, either in whole or in part, by the affirmative action of a majority of the Board present at any meeting or Special Meeting at which a quorum is present and acting. If this action is taken during a special meeting it must be provided that the notice thereof is included in the notice of such meeting.

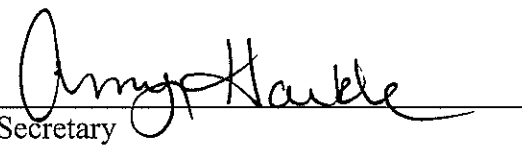
**ARTICLE XVI REGULAR MEETINGS - time and locations**

Regular meetings will be held November – November. Day, time and locations to be determined.

BYLAWS SUBMITTED ON BEHALF OF THE 2016 BOARD BY:

  
President

  
Vice President

  
Secretary

  
Treasurer